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Subject: Culling Permanent Brown/Blue File

Effective Date: July 1, 2010

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**Policy Statement:**

CYSHCN files must be maintained in an orderly and uniform manner to expedite the responsiveness to the clients and providers.

**Procedure**

Annually at time of update or as needed in the interim culling should occur.

Materials to be discarded:

- Unreadable materials
- Undated materials
- X-ray reports
- Laboratory reports
- EKG, echocardiograms
- EEG
- Growth charts
- Vital sign charts
- Medication lists
- Immunization records
- Doctor office phone messages
- Detailed notes from hospitalization of covered in discharge summary
- Medication lists showing date/time of administration during hospitalization
- Duplicates

Materials to be placed in Active Storage:

- Section 1—all information over 3 years old, including consent forms. Do not put relevant legal papers (divorce, custody, adoption, etc.) in Active Storage
- Section 2—all over 3 years old
- Section 3—all over 3 years old
- Section 4—all over 3 years old
- Section 5—all over 3 years old, give file with pending bills to billing section for disposition.
- Section 6—all over 3 years old